

THE LOOP



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Issue 3
July 2004

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DIRECTOR'S CORNER



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During the course of April and May of 2004, the CJIS-Central Repository has undertaken the responsibility of coordinating the update of the Criminal Justice Record Improvement (CJRI) Plan. The CJRI plan is a five year road map which outlines approximately 47 projects designed to guide the improvement of criminal history and to meet the established goals that address process automation, improved partnerships with law enforcement and the courts, and to ensure the collection and dissemination of accurate, complete, and timely criminal history data.

At the moment, the CJRI plan is under revision in preparation for the July 19, 2004 review by the Criminal Justice Information Advisory Board. Upon obtaining their approval, the plan will be forwarded to Secretary Mary Ann Saar and Chief Judge Robert Bell for signatures and final approval.

This commitment to strategic planning aides us all to clearly see the vision and accept the call to action to be active leaders in improving public safety for our Maryland citizens. You can review this document update online at www.dpsscs.state.md.us after its final approval on September 1, 2004. Please join us and be a partner in improving our state's criminal history data.



CONGRATULATIONS!

Congratulations to Anne Arundel County Police Department for remaining the most compliant Criminal Justice Unit (CJU) in the State of Maryland (97% compliance with the 72-hour mandate for fingerprint card submissions). Additional CJU's with high compliance rates include the Washington County Sheriff's Office, with an average of 68% compliance and the Cambridge Police Department with an average of 67% compliance. All statistics are from April 2003 through May 2004.



FOR YOUR INFORMATION

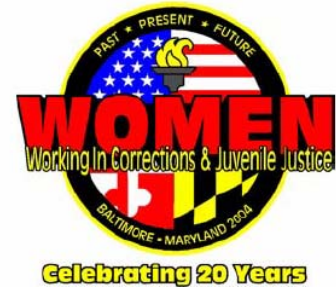
WOMEN WORKING IN CORRECTIONS & JUVENILE JUSTICE CONFERENCE

The tenth national "Women Working in Corrections and Juvenile Justice Conference" will take place in Baltimore on October 31 through November 3, 2004. The event will be hosted by Maryland's former conference chair Ms. Patricia Phelps Schupple, who is now Program Supervisor at the Howard County Department of Corrections.

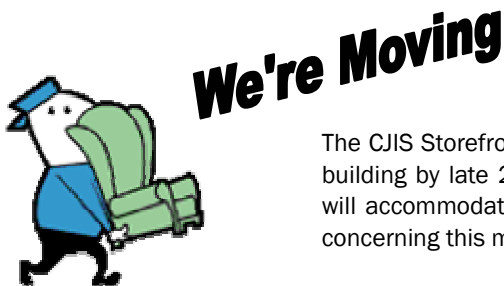
The conference will be held jointly at the Wyndham Baltimore Inner Harbor and the Radisson Plaza Lord Baltimore Hotels. The theme for the conference is "Honoring the Past, Celebrating the Present, and Envisioning the Future."

"We are truly honored to bring this important conference to Baltimore, this year," said Ms. Schupple. "Approximately 1,000 individuals who work in corrections and juvenile justice will convene here to take part in professional workshops and learn from nationally recognized speakers on topics of importance in our field."

Reservations for the conference may be made online at www.womenincorrections.org. For further information call Brenda Witherspoon at (410) 585-3343. ♦



WWW.WOMENINCORRECTIONS.ORG



The CJIS Storefront will be relocating to another location within the same building by late 2004. The hours will remain the same. The new space will accommodate the growing number of customers. More information concerning this move is forthcoming.

UPDATES

Network Live Scan

The Criminal Justice Information System, Central Repository (CJIS-CR) has completed a two-phase project with Baltimore County Police Department, White Marsh Precinct 9. This partnership brings Precinct 9 online with MAFIS and enhances the response time on all arrests and provides accuracy of a "true identity". During Phase I, the response time was 2-4 hours. As of May 16, 2004 Baltimore County has been successfully implemented to use the Network Live Scan device at the White Marsh precinct. By completing Phase II of the project, which resulted in electronic connectivity to the Repository, we have decreased the response time to 20 minutes or less on all arrests from the White Marsh precinct. The next precinct scheduled for this connection is the Franklin Precinct. The county plans on having the entirety of it's police stations online by December 2005. ♦

The Network Live Scan Testing Team



Photo courtesy of Luella Duncan

CJIS HIGHLIGHTS

Photos courtesy of H. D. Spikes



Bernadette Brown



Sharon Switzer

Congratulations!

Ms. Bernadette Brown and Ms. Sharon Switzer, both Administrative Specialists in the Interstate Identification Index (III) Audit Group within CJIS-CR, personally reviewed and processed over 50,000 criminal records each since November 2002. Together, the seven member team has reviewed 230,000 records. Bernadette alone has contributed, 54,000 (24%) of the effort and is recognized for her dependability, resourcefulness, and tenacity. Sharon has contributed 51,000 (23%) of the groups total production and is likewise recognized for her dependability and accuracy. The III Audit Group is funded with federal NCHIP grant funds to manually review and link over 407,000 FBI files of Maryland arrests that pre-date 1998. This project is part of Maryland's participation in the Interstate Identification Index program that allows Maryland Law Enforcement Agencies to gain access to criminal history directly with 46 other participating states. ♦

CJIS Central Repository Hosts First Ever Non-Criminal Justice Unit Seminar

On May 24, 2004, the External Audit Unit in collaboration with the Quality Edit Team hosted the first ever Non-Criminal Justice Unit (NCJU) seminar at CJIS Central Repository's Central Hiring Unit. Seminar attendees included the Baltimore County Childcare Administration, Krol Fingerprinting Services, the Montgomery County Office of Human Resources, the Foundation for the Home & Community, the MD National Capital Park & Planning Commission, as well as members of the CJIS Central Repository from the Fingerprint, Data Entry and Quality Edit Team Units. The seminars' goal was to educate on the importance of submitting accurate and complete cards to the CJIS-CR; to increase knowledge of the process used to collect Criminal History Record Information (CHRI); and to ensure compliance with laws and regulations pertaining to security and dissemination. ♦

CJIS Crusher Bowling Team participates in the Chesapeake Center for Youth Development Bowl-a-Thon

Thanks to everyone who supported the "CJIS CRUSHERS", representing the ITCD family. The event attracted 39 other corporate, State Government, and private organizations at the 15th Annual Bowl-A-Thon for the Chesapeake Center for Youth Development on Saturday, April 24th at the Ritchie AMF Bowling Center. Together, ITCD staff contributed \$525 to sponsor the "CJIS CRUSHERS". Overall, DPSCS raised well over \$2,000. CCYD estimates that collectively, the 40 teams raised over \$50,000 to continue their work in supporting disadvantaged youth in the greater Chesapeake Region. ♦



Clockwise from top left: Ray Miles, Carole Shelton, Sherman Stephens, Jacqueline Nelson, Chad Nelson & Angela Warren

Fingerprint Training Team Visits the Roxbury Correctional Facility

Fingerprint Specialist Trainers Donald Thompson and Carolyn Thomas traveled to the Roxbury Correctional Facility in Hagerstown, Maryland in March 2004 to provide booking officers training for basic fingerprinting techniques. Over the two-day session, approximately 40 officers received the fingerprint training.

The Fingerprint Outreach team is available to visit locations across the state. If you have ten or more individuals who are interested in a training session, please contact Mr. Raymond L. Miles, Manager of Criminal History Improvement at 410-585-3692, via e-mail at rlmiles@dpscs.state.md.us or via fax at 410-653-5690. ♦



Photo courtesy of Donald Thompson

Correctional officers in training

GOVERNOR'S SUMMER INTERN PROGRAM COMES TO CJIS

Each summer, the Governor's Summer Intern Program provides college students residing in Maryland the opportunity to work in various state agencies for ten weeks. The program is designed to give the interns an insight on how Maryland's government works to support the citizens of the State. CJIS-CR was selected to host an intern this summer. Ms. Caron Brace, a junior at Coppin State University, will be exposed to the entire work process and environment within the Central Repository. She, along with other interns within the Department of Public Safety, will co-author a policy paper on some aspect of the Criminal Justice/Criminal History process for presentation to Governor Ehrlich at the end of the ten week session. We look forward to this and other opportunities to educate the public and governmental policy makers on the business of making and keeping Maryland a safer place to live.

Profile: Caron Brace



Caron Brace

Caron Brace is a member of the Honors Division at Coppin State University. This fall semester, she will enter her junior year, and will graduate May 2006. She has an immense interest in English, and has chosen this area as her major field of study. Additionally, she is pursuing a minor in Political Science. Throughout the school year, she works as a Public Relations intern within Coppin's Division of Institutional Advancement. This summer, Caron has been granted with a tremendous opportunity to participate in the Governor's Summer Internship Program. By way of this program, Caron will obtain an enormous amount of information about the State of Maryland through "real-life" experience. The knowledge and experience that she will obtain through this internship will assist Caron in pursuing, and ultimately achieving her future goals. These goals include attending law school and obtaining a Masters and Doctoral degrees in government. ♦

FBI UPDATES

FROM THE FBI CJIS
INFORMATION LETTER
MAY 17, 2004



FINGERPRINT TRAINING

State Identification Bureaus (SIBs) must ensure that agencies within their state submit accurate and high-quality fingerprint images. The CJIS Division strongly encourages the SIBs to provide training to their agencies regarding taking legible fingerprints and proper fingerprint submission techniques. By using proper techniques, SIBs and agencies can be ensured that the CJIS Division will return prompt and accurate information to them.

Upon request, the CJIS Division personnel will provide fingerprint training at the CJIS Division Complex in Clarksburg, West Virginia or at the SIB. The course covers proper strategies, techniques and solutions for capturing and submitting legible fingerprints. To request this training or to receive a copy of the video *Recording Fingerprints for Ten-Print Submission*, agencies should contact the Identification and Investigative Services Section's (IIS's) at (304) 625-5590. ♦

Visit the FBI CJIS on the Web at
www.fbi.gov/hq/cjisd/ident.htm

INFORMATION ABOUT THE AUTOMATIC NATIONAL CRIME INFORMATION CENTER (NCIC) NAME-BASED SEARCH ("HOT CHECK")

On September 14, 2003, the CJIS Division began conducting automated name-based searches of the NCIC's Wanted Person File and the Violent Gang & Terrorist Organization File's (VGTOF's) terrorist records on all ten-print fingerprint submissions. These name based searches are known as the "Hot Check." Agencies should note that a Hot Check hit notification is based on a name-based search and not on a fingerprint match.

The following is an explanation of the search process:

1. The IAFIS sends an inquiry to NCIC for each ten-print criminal and civil submission.
2. The NCIC searches the Wanted Person File and the VGTOF's terrorist records based on the name, date of birth (DOB), sex and race information from the fingerprint submission. If the information is provided on the submission, the IAFIS can also query the NCIC using an FBI number, up to ten aliases, five additional DOBs, four miscellaneous numbers, and four Social Security numbers.
3. The DOB included in the inquiry message must exactly match the NCIC record's DOB to return an NCIC record as a possible match.
4. If the NCIC generates a match, the owner of the NCIC receives a hit notification as a National Law Enforcement Telecommunication System, Inc. (NLETS) Administrative Message. The NLETS message includes pertinent information from the fingerprint submission and the NCIC record.

Then NCIC record holder should:

1. Contact the fingerprint contributor—the agency listed in the Controlling Agency Identifier (LRI) Field—to verify the validity of the hit. Agencies may use the NCIC Originating Agency Identifier (ORI) File and the NLETS ORION File to obtain contact information. If the LRI ends with a "Z", it is an IAFIS ORI, and agencies should contact the CJIS Division's Support Services Unit at (304) 625-4543 for additional information.
2. Verify the identity of the subject, if appropriate, with the agency listed in the LRI Field and make a decision regarding extradition before taking action on the NCIC record.

Continued on page 6

Continued from page 5

The NCIC record holder should **NOT**:

1. Cancel the wanted person record based solely on the information in the Hot Check notification.
2. Send hit confirmations or administrative messages to the ORI DCFBIWA15 OR ORI WVIAF0000 in response to a Hot Check notification

Agencies with questions about hits on the VGTOF should call the CJIS Division's Special Stops Unit at (304) 625-3018; agencies with questions about hits on the Wanted Person File should call the CJIS Division's Answers Hits to Wants Unit at (304) 625-4618. The CJIS Division would appreciate receiving an incident summary of any arrests based on hits through the Hot Check. These summaries will help the CJIS Division's staff analyze the benefit of this initiative to law enforcement. Agencies should e-mail the incident summaries to bbonafie@leo.gov. ♦



FBI CJIS in Clarksburg, WV.

Photo courtesy of FBI CJIS Home-

Check us on the Web!
www.dpscs.state.md.us



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opportunities with
CJIS, check out our**

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Congratulations to
Patty Younker
of the
Roxbury Correctional Institution
for submitting all the correct answers
to April 2004's **Twister!**



How many words can you make out of this
combination of letters
3 letter words or more **ONLY**.
No abbreviations or acronyms!

E M T D E O

Honorable Mentions

Denise Inkrote

Eastern Correctional Institution

Nekia Kelly

CJIS Central Repository Expungement Unit

Cheryl Sioma & Charles Barb

DPSCS Parole & Probation, Drinking Driver
Monitoring Program (Cumberland Office)

Betty Hyman

DPSCS Information Technology Division

Vicki Trader

Worcester County Sheriff's Office

Brenda Price

Maryland State Police Barrack 'X'
Princess Anne

Did you know?

July 26, 1908

Attorney General Bonaparte ordered the special agent force to report to Chief Examiner Stanley W. Finch. This order is considered the formal beginning of the agency that became the FBI in 1935. In March 1909, Attorney General George W. Wickersham named this force the Bureau of Investigation (BOI).

